



Terms of reference

CALL FOR PROPOSALS FOR NATIONAL PRACTICE TRANSFER INITIATIVE

Deadline to apply:

30 April 2021

March 2021

TABLE OF CONTENTS

OBJECTIVE OF THIS CALL.....	3
SECTION 1 – BENEFITS FOR PARTICIPATING CITIES.....	4
SECTION 2 – WHO SHOULD APPLY TO THIS CALL	4
SECTION 3 – WHO ARE THE MAIN BENEFICIARIES	4
SECTION 4 – DESCRIPTION OF THE PRACTICE TO BE TRANSFERED	5
SECTION 4 – EXPECTED ACTIVITIES AND OUTPUTS	5
SECTION 5 – OTHER PEOPLE INVOLVED.....	5
SECTION 6 – AVAILABLE BUDGET	6
SECTION 7 – THE PROCESS TO SET UP A NATIONAL PRACTICE TRANSFER INITIATIVE	6
SECTION 8 – ASSESSMENT CRITERIA.....	7

OBJECTIVE OF THIS CALL

On 9 March 2021, the URBACT Monitoring Committee has approved the testing of five National Practice Transfer initiatives across Europe.

A national practice transfer initiative aims to transfer a good practice, transferred, adapted, or developed under an URBACT III transfer network, to non-URBACT cities, at national level and in national languages.

The five initiatives concern the following countries, cities and topics:

Countries	Transfer city	URBACT network	Practice
Czech Republic and Slovakia	Brno (CZ)	OnStage	Involving students from socially excluded areas, incl. Roma, in music education as one of the tools for social change
Estonia	Tallinn	OnBoard	Creating a holistic learning environment for students with the participation of NGOs, entrepreneurs, and other local actors (a so-called Educational Innovation Network)
Ireland	Cork	Playful Paradigm	Introducing opportunities for play throughout the city for social, environmental and economic benefits
Italy	Mantova	C-Change	Engaging and training arts and cultural sectors to contribute to the fight against climate change
Slovenia	Idrija	RegrowCity	Establishing an NGO platform to connect citizens in need with different initiatives and services

The five initiatives will start activities in June 2021 and finish in December 2022.

The initiatives shall be managed by National URBACT Points.

This call aims to identify 5 to 7 cities interested in transferring, adapting and implementing the practice of Brno in their local contexts from June 2021 to December 2022.

Selected city administrations will commit to identify at least a project coordinator to follow all the activities foreseen below, set up a group of local stakeholders to facilitate the transfer, adaptation and implementation of the good practice, participate and host meetings when necessary, and liaise with the transfer city, National URBACT Point and other relevant stakeholders.

In return, they will benefit from the URBACT method to design integrated and participatory policies, including exchange and learning activities, expertise, trainings, guidance as presented below.

SECTION 1 – BENEFITS FOR PARTICIPATING CITIES

Throughout the URBACT national practice transfer initiative, participating cities will benefit from expertise, guidance, and know-how from the transfer city, national expert, National URBACT Point and URBACT Secretariat when necessary. Travel and accommodation costs of participating cities to meetings and study visits will be covered by National URBACT Points.

Expected results for participating cities would be:

- Local positive change following their involvement in these initiatives
- Increased understanding and implementation of participatory and integrated policy-making
- Strengthened skills of involved people in participatory/integrated policy-making
- Increased motivation to participate in an URBACT network

SECTION 2 – WHO SHOULD APPLY TO THIS CALL

Only cities that have not participated in phase 2 of URBACT III networks are eligible to participate.

Under URBACT III, the beneficiary “city” refers to the public local authority representing:

Cities, municipalities, towns:

Infra-municipal tiers of government such as city districts and boroughs in cases where they are represented by a politico-administrative institution having competences for policy-making and implementation in the policy area covered by the national practice transfer initiative.

Plus non-city partners:

Local agencies defined as public or semi-public organisations set up by a city, partially or fully owned by the city authority, responsible for the design and implementation of specific policies (economic development, energy supply, health services, transport, etc.)

There is no limit of size (population) for cities wishing to participate in URBACT activities.

SECTION 3 –WHO ARE THE MAIN BENEFICIARIES

3.1. URBACT Transfer city

This is the city of Brno that has participated in the URBACT OnStage network. This city has already committed to share their good practice and accompany participating cities in their transfer process. Brno will participate in all activities set in a common methodology/roadmap with the participating cities. The transfer city will also explore how to further improve its good practice implementation.

3.2. Participating cities

These will be 5 to 7 non-URBACT III cities eager to transfer/adapt the plans/process of the good practice city. They will commit to participate in all meetings and activities (study visits, peer reviews, online meetings, plans, reports, etc). Each of these cities, will have to set up an URBACT local group, prepare transfer plans, and ideally start the implementation of the good practice within the 18 months of the initiative.

SECTION 4 – DESCRIPTION OF THE PRACTICE TO BE TRANSFERRED

The National Practice Transfer Initiative will transfer practice on inclusion and social change using music and performing arts, developed under the URBACT transfer network OnStage: Music Schools for Social Change to other cities willing to benefit from this practice.

SECTION 4 – EXPECTED ACTIVITIES AND OUTPUTS

Expected activities per participating city include at least:

- Establishment of an URBACT Local Group at all participating cities
- Participation of all involved cities at Network Meetings (e.g. Kick-off meeting, Study Visits, online Network Meetings and Final Meeting)
- Cooperation with national experts, National URBACT Points and Transfer City
- Preparation of pilot programmes at selected schools at all participating cities

Expected outputs per participating city include at least:

- A transfer plan ideally developed early on in the transfer process that would detail how the good practice will be adapted/implemented
- Start of the pilot implementation of selected actions of the transfer plan ideally by the end of December 2022

In addition, within this initiative the following outputs will be produced:

- Transferability study including transferability analysis for all participating cities produced by the national expert, National URBACT Points and Transfer City (including SWOT analysis and recommendations) in the first months of this initiative and prior to the cities' transfer plans
- Articles about the work and results of cities produced by the cities, National URBACT Point and experts.

SECTION 5 – OTHER PEOPLE INVOLVED

National URBACT Points will be responsible for managing the initiative at national level in addition to their existing NUP missions. National URBACT Points acting as national coordinators will be responsible for supervising, implementing the initiative, and for reporting to the URBACT Secretariat and members of the URBACT Monitoring Committee when relevant.

National expert: She/he should be an expert on the topic of the transfer city that would accompany all the cities in the transfer process. She/he should be in charge of preparing/facilitating the meetings in terms of content and exchanges, preparing documents and guidance, elaborating the transferability analyses, commenting the transfer plans, and following up the transfer process in each city. He/she shall be proposed by the National URBACT Point and confirmed by the URBACT Secretariat following an interview.

URBACT Monitoring Committee member: the member of the URBACT Monitoring Committee (MC) from the Ministry of Regional Development of the Czech Republic will be in close contact with the National URBACT Point who will inform when necessary about progress of the exchanges and transfer. The MC member should also be involved in the selection process of the transfer city and other participating cities. She/he will be invited to participate in

exchanges between cities and when necessary inform the rest of the URBACT Monitoring Committee members about the national experience.

URBACT Secretariat: will coordinate the five national practice transfer initiatives across countries. The URBACT Secretariat will organise online trainings/meetings for national experts, National URBACT Points, and participating cities when relevant.

SECTION 6 – AVAILABLE BUDGET

The maximum total eligible budget per initiative is EUR 156 000 and shall be managed by National URBACT Points. No direct allocation of budget is foreseen to participating cities

This budget is foreseen for:

- i) **Staff costs**
Expenditure on staff members employed by the NUP organisation, who are formally engaged to work on the initiative
- ii) **Travel and accommodation Costs**
Expenditure on travel and accommodation costs of staff of all the participating cities, national experts, external speakers, and of the staff of the NUP organisation that relate to delivery of the initiative. This category includes travel costs, accommodation costs, costs of meals, and/or daily allowances/per diems if relevant.
- iii) **Venue rent/catering**
Expenditure related to the organisation of meetings hosted by a participating city of this initiative. It covers renting a venue to accommodate the meeting with the necessary technical material, and catering expenses.
- iv) **Translation costs**
Expenditure related to the costs that may occur for the intervention of European partners to enrich the exchanges and the transfer process. It covers interpretation and translation of documents.
- v) **Equipment**
Expenditure for equipment, digital software and tools purchased by the National URBACT Points for the purposes of this initiative.
- vi) **Expertise fees** for national expert(s)

SECTION 7 – THE PROCESS TO SET UP A NATIONAL PRACTICE TRANSFER INITIATIVE

7.1 Submission of proposals: drafted application form online via EU survey and signed letters of commitment send at urbact@mmr.cz until 30 April 2021.

7.2. Assessment: Assessment panel composed of selected experts from the Ministry of Regional Development of the Czech Republic.

7.3. Official start and end: The National Practice Transfer process should start no later than 1st June 2021 and finish by December 2022. All the activities and outputs foreseen in the methodology, with adjustments when necessary, should take place. The transfer can continue after this date but without additional funds from URBACT.

SECTION 8 – ASSESSMENT CRITERIA

All submitted proposals will be assessed on the following criteria. Each criterion will be assessed with points. The maximum number of points a criterion can receive is presented below.

Criterion A – Local coordinator and people involved – 30 points
For this criterion, the following dimensions will be considered: <ol style="list-style-type: none">1) Relevance of people from the city administration involved in this initiative2) Time to be spent in this initiative3) Coordinator’s experience in engaging with different stakeholders, organising events, facilitating discussions, project management
Criterion B – Political support – 20 points
For this criterion, the following dimension will be considered: <ol style="list-style-type: none">1) Mayor and/or elected officials will be sufficiently involved in this initiative and facilitate the transfer/adaptation process
Criterion C – Added value at local level – 30 points
For this criterion, the following dimensions will be considered: <ol style="list-style-type: none">1) The local situation necessitates new or additional actions in relation to the topic of the national practice transfer initiative2) The national practice transfer initiative will clearly serve or feed in local strategies/objectives or priorities
Criterion D – Communication at local level – 20 points
For this criterion, the following dimensions will be considered: <ol style="list-style-type: none">1) The city has the relevant communication resources and means to communicate on this initiative